

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

625-AR-1. CARDHOLDER AGREEMENT

I understand that the use of district procurement/credit cards is a privilege for the convenience of district employees. I have been informed of the Board policy and district administrative regulations on the use of procurement/credit cards, and I agree to follow them.

I understand and agree to only use district procurement/credit cards for authorized district expenses.

I will not use district procurement/credit cards to make any purchase that exceeds \$1,000 or charge more than \$1,000 a month without prior written authorization from the Business Manager.

I will take all reasonable measures to protect district procurement/credit cards against damage, loss, misuse and theft.

I will not allow any other person to use the cards provided to me.

I will immediately report fraud, theft or misuse to the Business Manager.

I will surrender all credit cards upon completion of my employment with the district or upon demand by the district.

I understand that failure to follow Board policy and administrative regulations regarding procurement/credit cards could lead to loss of the privilege of using the district's cards, discipline or termination, and that the district will also seek restitution for any loss.

Cardholder Signature

Print Name

Date